

Job Title:	<b>Recruiter/Internal Affairs Sergeant</b>
Job Description Number:	<b>1532</b>
Department/Division:	<b>Police</b>
Exemption Status:	<b>Nonexempt</b>
Pay Grade:	<b>P5</b>
Immediate Supervisor:	<b>Police Lieutenant</b>
Normal Work Schedule:	<b>Varies</b>

**Brief Description of the Job:**

The recruiter is the point of contact for individuals that are interested in joining the Greenville Police Department. In this role, the Sergeant will act as a liaison and coordinate recruitment efforts between the Police Department and Human Resources by assisting potential employees with navigating their way through the hiring process. The recruiter is responsible for proactively seeking new applicants through contacts in the community, job fairs, and other means in order to obtain a diverse applicant pool. In addition, he/she is responsible for responding to phone requests for information and explaining the Department's online application process. The individual assigned to this position will perform background investigations on applicants by securing their credit history, criminal record, employer records, and personal references, etc. The recruiter will administer assessments such as the physical agility test (PAT) and written exam in coordination with Human Resources Department. The recruiter will schedule appointments for potential candidates to complete the various portions of the recruiting process to include pre-employment health screenings, polygraph examinations, and psychological evaluations. In addition, the position requires active maintenance of files related to applicants, workforce composition, and other sensitive information. Additional duties will require the development and coordination of a part-time recruiting team and the implementation of a hiring board in order to interview perspective candidates. When necessary, the recruiter will assist the Office of Internal Affairs with investigations and other assignments as directed by the Chief of Police or his designee. The assignments include but are not limited to: internal investigations, disciplinary hearings, research, authoring disciplinary related correspondence, etc.

**Essential Functions:**

**Administer the department's recruitment & hiring function (50%):** Ensure the department has a diverse and viable pool of applicants to meet the staffing needs of the department. Review and process all police applications. Schedule appointments for applicants to complete various portions of the recruiting process, including pre-employment health screenings, polygraph examinations, and psychological examinations. Ensure all elements of the selection process will be administered, scored, evaluated and interpreted in a uniform manner and carried out identically for all candidates. Respond to phone and email requests for information and explain/guide applicants through the Department's online application process in a timely manner. Perform background investigations on applicants including criminal record and credit history checks and verification of all qualifying credentials, including educational achievement, employer records, age etc. Conduct personal reference checks. Administer the physical agility (PAT) and written exam, in coordination with Human Resources, to applicants. Coordinate internal interview panels, ensuring all applicants are interviewed in a consistent manner. Maintain files for all written tests used regarding job relatedness, utility and minimum adverse impact.

Assure that selection materials are stored in a secure manner, are not left unattended while being used, and that materials are disposed of in a manner that prevents disclosure of the information therein. Selection materials will be retained according to policy. Maintain files related to applicants, workforce composition, and other sensitive information. Ensure that records and data used to monitor adverse impact are maintained on file. Coordinate the updating of Police Department job descriptions and recruitment general orders and standard operating procedures as directed.

**Internal Affairs (20%)** Administrate internal functions by conducting internal investigations pertaining to allegations of misconduct against police employees. Undertake situational problem solving, conflict resolution and act as mediator between police officers and complainants. Work closely with the City Attorney and contract attorneys representing the City in the collection of documents, records, video, and photographs regarding civil litigation. Serve as a channel of communication between the Chief of Police and the Commission on Fire and Police Practices. Generate annual reports of internal investigations and use of force reports. Complete other duties and responsibilities as assigned.

**Implement & evaluate recruitment strategies (15%):** Implement and evaluate a multifaceted advertising approach to achieve annual hiring goals and attract a qualified and diverse applicant pool. Target the Department's recruitment efforts to yield the largest number of diverse and prospective applicants. Develop a college recruitment circuit to attract candidates from all ethnic and gender groups pursuing a law enforcement career. Identify and develop community partnerships including faith-based organizations to help achieve the department's recruitment goals. Attend recruitment fairs, educational institutions, community organizations, and any other appropriate location to recruit on site. Ensure the department's recruitment webpage is updated, informative, inviting, and easy to navigate.

**Coordinate the development and implementation of the Police Department's Recruitment Plan (10%):** Prepare, in coordination with the Human Resources Director and Employment Administrator, an annual recruitment plan and report. Ensure that the recruitment functions are conducted consistent with employment laws and the department's standard operating procedures. Implement the Department's recruitment plan and report on progress on achieving annual department hiring goals. Periodically review the department's recruitment processes to evaluate their efficiency and effectiveness and make necessary improvements. Stay abreast of police department recruitment best practices, including assessment tools. Conduct periodic audits of department screening processes to ensure they are compliant with federal and state employment laws and that the department's processes are executed with department general orders and standard operating procedures.

**Prosecute criminal cases in court (5%):** Understand laws and ordinances, employ appropriate court procedures, file correct documents such as warrants and tickets, and organize supporting documentation for cases.

### **Physical Demands**

**Overall Strength Demands:** Medium: Include exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.

**Physical Demands:** Continuously requires vision, hearing, and talking. Frequently requires standing, reaching, fine dexterity, handling, walking, using foot controls, balancing, carrying, bending, and sitting.

Occasionally requires crouching, kneeling, twisting, and lifting. Rarely requires climbing, crawling, and pushing/pulling.

**Machines, Tools, Equipment, and Work Aids:** Firearms, baton, taser, handcuffs, computer, radio, patrol vehicle, phone, mobile camera

**Computer Equipment and Software:** Mobile data terminal, desktop computer, copy machine

### **Working Conditions**

**Overall Working Conditions:** Satisfactory: Occasional exposure to unpleasant environmental conditions and/or hazards.

**Environmental Factors:** Monthly exposure to wetness and/or humidity, noise and vibration, and physical danger. Seasonal exposure to extreme temperatures.

**Health and Safety:** Daily exposure to physical danger or abuse from suspects. Weekly exposure to mechanical hazards. Seasonal exposure to electrical hazards and communicable diseases.

**Primary Work Location:** Office

**Protective Equipment Required:** Body armor, gloves, hazmat suit.

### **Non-Physical Demands**

Frequently requires time pressures, emergency situations, frequent change of tasks, irregular schedule/overtime, performing multiple tasks simultaneously, working closely with others as part of a team, and noisy/distracting environment. Occasionally requires tedious or exacting work.

### **Job Requirements**

**Formal Education:** High school diploma. Knowledge of personnel matters, especially Equal Employment Opportunity/Affirmative Action as it affects the management and operations of the agency.

**Experience:** Achievement of the rank of Sergeant.

**Driver's License Required:** South Carolina Class D license.

**Certifications and Other Requirements:** NCIC, Internal Affairs training, and recruitment training.

### **Job Demands**

**Reading:** Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias. Requires the ability to read policy and procedure manuals and code of laws.

**Math:** Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Requires ability to work with descriptive statistics.

**Writing:** Advanced Level: Ability to write investigative reports, policies, formal presentations, and/or technical and legal documents and correspondence.

**Human Collaboration Skills:** Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Element of persuasion may be necessary to gain cooperation and acceptance of ideas. Work has a high impact of action. Position will interact with command staff, City attorney's Office, SC Criminal Justice Academy, multiple outside enforcement/government agencies, citizens, other departmental staff etc.

**Management and Supervision:** Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling.

**Technical Skill:** Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Advanced Application: Affects accuracy of multiple projects.

### **Freedom to Act and Impact of Action**

Receives General direction. The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Work has a significant impact of action.

### **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.